



what you need to know about....



Are you thinking of a remodel or an addition to your existing home or business? Do you want to construct a new residence, either single-family or multiple-family? Are you thinking of a new commercial or industrial building? If your answer is yes to any of these questions, then you will need to speak to a planner with the Planning Department to determine what Design Review is appropriate for your project.

# Where do I begin?

If the project is for a property within the Glendale city limits, your first step is to submit a service request with the Development Services Center, located on the second floor of City Hall (5850 West Glendale Avenue). A Development Services Center staff member can help you complete the request form and will ask you for information regarding the project, including a contact name and address, and the details of the request. You will also be asked the address or location of the property in question. After your request is submitted, it will be assigned to a planner and you will be contacted within five working days\* to schedule a pre-application meeting to discuss your proposal.



# What is design review?

Design review is a process that has been adopted by the City of Glendale City Council. The purpose of design review is to promote development that is consistent with the City's goals and ensure that development is compatible with the surrounding area. Design review also ensures that circulation is safe for both motorists and pedestrians and that all necessary public utilities are provided in an efficient and aesthetic manner.

## GLEND~~A~~LE

More information can be obtained by calling (623) 930-2800 between 8 a.m. and 5 p.m., Monday through Friday.

Note: The information in the pamphlet summarizes portions of the Glendale Zoning Ordinance. Copies of the Zoning Ordinance are available for purchase at the Development Services Center or can be accessed at the City's web site at [www.glendaleaz.com](http://www.glendaleaz.com)

**City of Glendale  
Planning Department**  
5850 West Glendale Avenue  
Suite 212  
Glendale, Arizona 85301  
**(623) 930-2800**

# Design Review Process

## GLEND~~A~~LE

Community Development Group



For further information...

call the  
Development Services Center  
at (623) 930-2800

## How do I apply for design review?

Following your service request, a planner will contact you to schedule a “planner pre-application meeting”. At this meeting, the planner will explain the design review process. You will then be given the submittal requirements for a “team pre-application meeting”. The team pre-application meeting provides an opportunity for several city departments to comment on your proposal and let you know what requirements may be necessary to complete your project, should you move forward. You will be under no obligation to file a formal application until after this meeting. Should you decide not to move forward with the project, your team pre-application fee will be forfeited to the City. Should you decide to move forward, the pre-application fee will be credited towards your filing fee.

## What items are necessary to submit for design review?

The planner will let you know what items are required as part of the design review application.

At a minimum, you will need the following:

- Completed application form (original – no faxed copies) and filing fee
- Site plans
- Building elevations
- Conceptual landscape plan
- Conceptual grading and drainage
- Materials and colors exhibit board
- Proposed signage (not required for some residential projects)

Your planner may require additional items based on the project proposed. Your planner will also determine the number of copies needed for each of the plans listed above.

## How long does design review take?

When your application is submitted, it will be reviewed for completeness to make sure all items needed to process the application are included. This review can take up to ten working days.\* The applicant will then either receive a letter stating that the application is complete, or one noting which items are missing.

Once the application is complete, it will be forwarded to the assigned planner for processing. The planner will route the plans to the various team members for their review and comment. The first review will take approximately 24 working days.\* The applicant will receive an approval letter or a letter noting which items need to be corrected or addressed further.

If subsequent reviews are necessary, the review time will be approximately 19 working days.\* The applicant will receive a letter at the conclusion of each review noting which items need to be corrected or addressed further.

Once all items have been resolved, the applicant will receive an approval letter and instructions for submitting to Development Services for plan check.

For most projects, design review takes approximately four to six months from the time the application is deemed complete.

## How much does design review cost?

A current fee schedule for both residential and commercial design review is available in the Planning Department at the Development Services Center.

## What if the design review is denied?

Your planner will work with you to create an approvable project, rather than one that may be denied. However, if your project is denied, the applicant can appeal the decision to the Planning Commission. The appeal must be filed within 15 days of the denial along with the appropriate filing fee. The project will then be scheduled for a Planning Commission meeting and the applicant will be notified of the hearing date.

The decision of the Planning Commission will be final unless another appeal to the City Council is filed within 15 days of the Planning Commission decision. The project will then be scheduled for a City Council meeting and the applicant will be notified of the hearing date.

*\*Working days are defined as days that City Hall is open for business.*